

13 DEC 1956

MEMORANDUM FOR THE RECORD

SUBJECT: Filming of Vital Materials in ORR/Geographic Division

1. Subsequent to meetings with representatives of ORR, Logistics/Printing and Reproduction and Management Staff/Business Machines Services, it has been decided that microfilming of Vital Materials in ORR/Geographic Division will commence on Monday, 17 December 1956.

2. This file, which has not been filmed since 1952, and which will require the filming of approximately one-hundred and twenty (120) drawers of mixed material, originals, carbons, mimeographs, photostats, brochures photographs etc., will be filmed in its entirety.

3. In screening this file, I noticed a great deal of non-vital administrative material, CIA maps and CIA finished intelligence materials. ORR has agreed to the exclusion, from filming, of these three categories of material. The maps and finished materials are automatically deposited by ORR and OCR respectively.

4. It was further agreed that [REDACTED] personnel would, in advance of the filming, make targets (case title) for each folder and also for all finished reports and maps contained in the respective folders. This would inform the person using the film that certain maps and finished reports should be procured from other VM deposits in order to complete the case. ILLEGIB

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5. Mr. [REDACTED] stated that the Vital Materials schedule will call for a filming every two years. Whether future filmings will amount to a complete refilming, or limited to those folders to which materials have been added and deleted, has not been determined. However ORR personnel will mark the folders to which materials have been added. At the time of next filming, two years hence, we will determine which is most feasible, a complete refilming or a filming of marked folders only.

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6. Space in [REDACTED] has been provided for placing two flat-bed cameras on this project.

7. Microfilm machine tests are being made this week.

8. It has been estimated that five months will be required for the completion of this project.

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